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CHAPTER 3

CASE OPENING

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.01 AUTHORITY

Wisconsin Statutes 973.09
Wisconsin Administrative Code - DOC 328.04 (2) (a) - (h)

.02 GENERAL STATEMENT

Case supervision begins immediately upon being placed on probation, unless the Court stays supervision during pendency of an appeal of the Court's Order.

.03 CASE FILE SET UP/INTAKE

The case file set-up process varies greatly throughout the state and local practice takes precedence.

.04 COURT ORDER

After placing an individual on probation, the Court will provide an electronic Judgment of Conviction (E-JOC) to the Department of Corrections E-JOC folder. The Central Records Unit will review the document for accuracy. The local office is responsible for reviewing the E-JOC folder each day.

.05 FACE SHEET

The Face Sheet (DOC-3) is completed at the point of intake. This document becomes part of the file and is reviewed for agent area assignment.

.06 CASE ASSIGNMENT

After review of the Court Order and Face Sheet, an agent assignment and initial work assignment is made. The file is forwarded to the ledgerkeeper for entry into the ledger. An Index Card (DOC-0151) may be prepared. The Court Order and Face Sheet are then forwarded to the Central Records Unit. The file is forwarded to the agent.

.07 CENTRAL RECORDS UNIT

Upon receipt of the Court Order and Face Sheet, the Central Records Unit assigns a DOC Number. If an individual has previously been on supervision, the case is reassigned the previous DOC number. Central Records Unit enters the information from the Court Order and the Face Sheet into the Offender Accounting Cashier's Unit (CACU) System. A Recommendation for Administrative Action (DOC-44) and computer-generated DOC-3 are printed and forwarded to the assigned agent for verification.

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.08 RULES OF COMMUNITY SUPERVISION

Upon first contact with DCC staff, the Rules of Community Supervision ([DOC-10](#)) shall be reviewed with the offender and a copy provided to the offender. Local practices for intake may vary. Therefore, if an OOA reviews the rules and provides a copy to the offender, the ([DOC-10](#)) available on MyDOC may be used. When an agent performs this function upon the offender's first contact with the office or any time thereafter, the Rules of Community Supervision available in COMPAS must be utilized. Please reference the DCC Business Process document to assist in performing this function.

For sex offenders, the Standard Sex Offender Rules ([DOC-10SO](#)) must also be completed and reviewed. The agent will inform the offender of the consequences of not abiding by these rules.

Certain rules must be marked as confidential in COMPAS. Confidential rules are those rules that relate to protected health or treatment information that cannot be disclosed without the offender's informed written consent. Confidential information includes Protected Health Information (PHI), victim information (addresses, phone numbers, etc.), or confidential treatment and diagnosis information. PHI is defined as individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium.

In the event that an offender refuses to sign the rules, the DCC staff person will secure the presence of another agent or other witness and read, in full, the Rules to the offender. The other agent or witness will note on the bottom of the Rules that in his or her presence, the Rules were read to the offender, and will sign the form and date it. A signed copy will be provided to the offender.

Court-ordered conditions of supervision should not routinely be added to the Rules. Other rules may be added at the discretion of the supervising agent; however, these rules should bear a reasonable relationship to the rehabilitation of the offender and to the protection of the public; they should not be so broad or vague that the offender does not know how to comply; and they should be reasonable so the offender can comply with the special conditions. When imposing special rules, the agent must consider the ability to detect violation of the rule and willingness and ability to hold offender accountable for violation of the rules.

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.08 RULES OF COMMUNITY SUPERVISION (continued)

Note: If adding victim names to the special rules for the purpose of no contact, use the victim name as written in the criminal complaint. For other names that are added as no contacts, use the proper name by which the offender knows the person. Juveniles may be added only as identified in the criminal complaint or in circumstances when a criminal complaint is not issued, by initials only. The agent should make clear to the offender to whom the no contact refers and document the conversation in COMPAS notes. For additional guidance regarding special victim circumstances, the agent may contact the county victim witness coordinator to determine how to address sensitive victim concerns.

.09 AGENT RESPONSIBILITIES DURING INTAKE

INTAKE PROCEDURES FOR SEX OFFENDERS ARE LOCATED IN 03.05

Upon the first office contact with an offender, DCC will employ Electronic Fingerprint Scanning (EFS) technology to verify the offender's identity and retrieve the offender's State Identification (SID) number which shall be documented on the Face Sheet (DOC-3) and in OATS. If EFS is not available, the SID number may be obtained by alternate methods, but care must be taken to correctly determine the offender's identity and SID number. The SID number is always found on the Computerized Criminal History (CCH) and may be found on the arrest report or jail booking records.

Infrequently, an offender will not have an SID number at the time he or she is received on supervision. When this occurs, the offender shall be directed to report to a designated law enforcement agency or correctional facility, within 24 hours, to provide a full set of fingerprints. The law enforcement agency or correctional facility will transmit the fingerprint set to CIB, and an SID number will be assigned.

Within the first 30 days of supervision, the assigned agent has the responsibility to accomplish the following case opening activities:

- Obtain information about the offense.
- Obtain and review Criminal History Record Information (CIB/NCIC).
- Review offender's criminal history to determine if the offender is required to register as a sex offender in Wisconsin or any other state. If required

- to register in another state, the agent shall provide relevant information to the other state's registry.
- Review the Rules of Community Supervision (DOC-10) with the offender.

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.09 AGENT RESPONSIBILITIES DURING INTAKE (continued)

- Provide the offender with a copy of the Offender Handbook (POC-4).
- Inform the offender of reporting requirements.
- Inform the offender of the offender complaint process.
- Review the status of court-ordered financial obligations.
- Establish supervision fee payment schedule and inform offender of payment requirements.
- Make initial home visit. If offender is in a detention facility at the onset of the period of supervision, the initial home visit shall be made within 30 days of the offender's release from custody.
- Initiate COMPAS Notes.
- Complete COMPAS Wisconsin Primary Needs assessment if the DCC Business Process indicates such.
- Prepare the case plan in COMPAS per the DCC Business Process.
- Within seven calendar days, notify the school district of any offender who is employed by a public or private school district, employed by a company under contract to a school district, or who works on school district property. (Refer to Section 06.04.05)
- DNA program: Offenders placed on supervision for the following offenses must provide a DNA specimen as directed by their agent:

- All offenders convicted on or after 1/1/2000 of a felony offense. This includes felons accepted for supervision in Wisconsin as a result of the provisions of the Interstate Compact. Offenders convicted on or after January 1, 2000, of 940.225(3m) Fourth Degree Sexual Assault; 944.20 Lewd and Lascivious Behavior; or 948.10 Exposing Genitals or Pubic Area to a Child.

A person found not guilty by reason of mental defect or disease of 1st, 2nd, or 3rd Degree Sexual Assault or 1st or 2nd Degree Sexual Assault of a Child.

- Other offenses as ordered by the court.

Within the first 60 days of supervision, the assigned agent has the responsibility to accomplish the following case activities for those offenders requiring a COMPAS Core assessment:

- Completion of the COMPAS Core Assessment.
- Completion of the case plan.

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.09 AGENT RESPONSIBILITIES DURING INTAKE (continued)

Before the intake process is complete, the agent must confirm that the SID number has been assigned and has been recorded in OATS and that DNA, if required, has been received by the State Crime Lab.

.10 OFFENSE INFORMATION

In order to develop a clear understanding of the behavior underlying the offense, a statement regarding the present offense will be obtained from the offender. Information will also be gathered from collateral sources including the Criminal Complaint, police reports, victims (if appropriate), and/or any other appropriate sources.

.11 SOCIAL HISTORY INFORMATION

The Probation Social Investigation (DOC-179) is used to gather the social history, in conjunction with other assessment instruments. The information is supplemented or verified as necessary with parents, spouse, employer, schools, or other appropriate contacts.

If the offender indicates on the (DOC-179) that he/she is not a United States Citizen, the agent must ask for proof of legal status (e.g., "green" card, visa, etc). If credible evidence is found that the person is undocumented, either by his/her own admission or other means, the agent should send a request for verification of the offender's identity and immigration status to the Immigrations and Customs Enforcement (ICE) office in Milwaukee. This request should contain, if available, the offender's name, date of birth, social security number, NCIC number, state identification number, as well as the name and telephone number of the requesting agent.

.12 NEEDS AND RISKS CLASSIFICATION

The assessment of risk and need determines the appropriate supervision level for each offender which is accomplished by completion of the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) assessment tool. This classification can be overridden by written approval of the field supervisor. Cases scoring minimum may be considered for override to administrative supervision. Some cases may also be appropriate for override to high-risk supervision. The COMPAS assessment provides a mechanism to determine areas to be addressed in

case planning.

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.12 NEEDS AND RISKS CLASSIFICATION (continued)

Sex offender level of supervision should be reviewed and, if deemed appropriate, can be reclassified by the agent submitting a Sex Offender Reclassification Checklist ([DOC-2065](#)) to the supervisor.

.13 GOALS AND OBJECTIVES DETERMINATION

Goals and objectives of supervision are developed through the case planning process, which is the result of the case opening assessment. The agent develops goals and objectives for supervision based on the agent's Initial Intake Assessment, COMPAS assessment results, other assessment tools, and offender input. The case plan clearly defines for the offender, agent, and others the desired outcome of supervision and how it will be achieved. Goals are to be rehabilitation-focused and based on identified criminogenic factors. They are to be positively stated behavioral outcomes that are measurable, time-framed, and realistic.

It is not always possible or feasible to develop a case plan to encompass all the risk and need areas identified. In these instances, priorities are established and progressive case planning implemented.

.14 REPORTING SCHEDULE

The agent will establish a reporting schedule based on the level of supervision. The agent will consider such factors as home visits, employment visits, and offender circumstances when developing the reporting schedule. The need to report should be emphasized to the offender, and the reporting schedule incorporated into the Rules of Community Supervision ([DOC-10](#)).

.15 OFFENDER COMPLAINT PROCESS

The agent will inform the offender that a process exists for administrative review of certain types of decisions. This notice is incorporated into the Rules of Community Supervision ([DOC-10](#)), and the agent will inform the offender of the process details upon request.

.16 FINANCIAL OBLIGATIONS

Financial obligations should be reviewed with the offender

and a payment plan established in a timely fashion.

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.17 SUPERVISION FEES

Payment of supervision fees by offenders is an important condition of supervision. These fees increase the levels of accountability offenders have for their supervision and assist the Department in carrying out its mission. Through the intake process, the agent is able to evaluate the offender's financial status and set appropriate fees.

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.01 AUTHORITY

Wisconsin Statutes 304.06, 302.11
Wisconsin Administrative Code - DOC 328.04(2)(a)
and 328.05(1)

.02 GENERAL STATEMENT

When notified of release eligibility date, the agent must prepare and submit the Inmate Release Authorization, (DOC-15) 30 days prior to release date. In discretionary parole cases, the agent will direct release on the date of eligibility, or as soon as possible thereafter, consistent with release planning. Parole supervision responsibility begins immediately upon release.

Under unusual circumstances, the agent may recommend to the supervisor a release date earlier than that set by the Parole Commission. The supervisor will contact the Regional Chief to discuss the request and the reasons for it. If the Regional Chief concurs, the chief will contact the Chairman of the Parole Commission who may consider setting an earlier release date under the following conditions:

- legal release eligibility has been attained;
- the period between the parole grant and the eligibility date set by the Commission is not needed for further observation or for some other stated reason;
- essential program involvement will not be prematurely ended;
- the Social Service Department of the institution has verified placement plan with the Division of Community Corrections.

.03 DAY OF RELEASE (MANDATORY RELEASE/EXTENDED SUPERVISION)

Inmates to be released on mandatory release supervision are released on the Tuesday preceding the mandatory release date. If that Tuesday is a holiday, the release date will be Wednesday. Release plans should be formulated accordingly.

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.04 CONTROL OF INMATE FUNDS

When the agent determines that it is necessary to control an offender's funds upon release, the specific reasons will be indicated on the Inmate Release Authorization ([DOC-15](#)). Management of the inmate's funds will be done only through an account in the offender's name controlled by the Department of Corrections. In order for an agent to control an inmate's funds, it is necessary that at least one of the following conditions apply:

- the court has ordered payment of financial obligations;
- the offender requests it;
- the agent believes it is necessary to control funds in order to teach money management;
- reimbursement is necessary for the costs of purchased services; or
- to insure payment of past supervision fees.

.05 AGENT RESPONSIBILITIES UPON RELEASE

On the date of release, or as soon thereafter as possible, the agent will conduct the initial face-to-face interview with the offender. At this time the agent will read and explain the Rules of Community Supervision ([DOC-10](#)) to the offender. In granting a parole to an inmate, the Parole Commission may order special conditions for supervision. In this event, the supervising agent will incorporate the special conditions on the [DOC-10](#). The Parole Commission may also offer advisory comments to the supervising agent. These comments should be taken into account in establishing the conditions of supervision.

If the agent identifies a sex offender conviction on the offender's criminal history record, in Wisconsin or any other state, the agent will call the sex offender registration program within the state of conviction. If the offender is required to register in a state other than Wisconsin, the agent will provide information as to the whereabouts of the offender to the other state's registry and will complete a Sex Offender Registration Form (DOC-1759) and submit to the Wisconsin Sex Offender Registration Program. Agents may utilize the internet or SORP specialist to obtain telephone contact information for other states.

In the case of Special Bulletin Notice cases that are released to the community, agents will be responsible for transporting or for securing DOC transportation from the institution to their community placement on the day of their release. Agents are to attempt to schedule the offender's face-to-face registration with law enforcement on the day of release.

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.05 AGENT RESPONSIBILITIES UPON RELEASE (continued)

Field case files for all Special Bulletin Notification (SBN) offenders are required to have a label placed prominently on the front of the file which reads, "This Offender is required to comply with the Face-to-Face Contact requirements of the Sex Offender Notification Law. Any address change requires Law Enforcement Notification."

.06 AGENT RESPONSIBILITIES DURING INTAKE

INTAKE PROCEDURES FOR SEX OFFENDERS ARE LOCATED IN 03.05

Within the first 30 days following release, the assigned agent will complete the following activities:

- Complete the IIA process consisting of: (See 03.01.09); DOC-179 if no recent PSI; and the Case Plan.
- inform offender of reporting requirements;
- prepare initial entry in COMPAS Notes;
- inform the offender of the offender complaint process;
- conduct an initial home visit. If the offender is in a detention facility upon beginning supervision, the initial home visit will be accomplished within 30 days of release from the detention facility;
- within seven calendar days, notify the school district of any offender who is employed by a public or private school district, employed by a company under contract to a school district, or who works on school district property; (Refer to 06.04.05)
- establish supervision fee payment schedule (See 04.14).
- DNA Program - For those offenders convicted of felony offenses, verify via CACU (Screen 70) that the offender has provided a DNA specimen while in prison. If the offender does not have a DNA specimen on record, immediately make arrangements for collection of a DNA specimen. (See 06.44.01)

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.07 MANDATORY RELEASE INMATES RELEASED FROM SEGREGATION

If an inmate is placed in segregation during the last 60 days prior to mandatory release, the institution social worker will immediately notify the field agent. The agent shall make a personal visit to the institution prior to release to discuss release plans with the inmate, social worker, and/or clinical services staff. The agent is to contact the records office of the institution housing the inmate at least 24 hours prior to the anticipated visit. The Regional Chief may waive the mandatory personal visit if, based on information provided by the institution social worker, it is apparent that the visit would be non-productive due to an inmate's mental/emotional state or refusal to meet with the agent.

Placement on Enhanced Supervision is mandatory for these cases. (See Section 06.43)

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.01 AUTHORITY

Wisconsin Administrative Code DOC 302.32

.02 GENERAL STATEMENT

Special Action Release (SAR) is a program through which the Secretary of the Department of Corrections authorizes the release of selected inmates by administrative order. Such decisions are final and are not subject to appeal.

.03 ELIGIBILITY

- parole-eligible and has served six months in the institution;
- within 12 months of mandatory release and has an approved parole plan;
- no conviction for crimes on the exclusion list (See Section 03.03.04);
- no new convictions if previously granted SAR;
- voluntarily accepts SAR supervision and agrees to abide by any special rules or conditions which may be imposed (i.e., electronic monitoring);
- inmates with a history of assaultive conduct which did not lead to a conviction may be considered for SAR if one or more of the following conditions apply:
 - assaultive conduct occurred more than five years prior to SAR review
 - acted in self defense or defense of property
 - will be released to structured living arrangement (i.e. halfway house)
 - conduct was isolated occurrence, not likely to be repeated
 - age or physical condition precludes repetition of assaultive conduct

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.03 ELIGIBILITY (continued)

- Inmates with out-of-state release plans may be considered for SAR if screening criteria are met. The out-of-state transfer request should include all information presently submitted, as well as an indication that the inmate is being considered for special release prior to mandatory release. The receiving state need not agree to supervise the individual at an intensive or accelerated level.
- Inmates with active detainers may be considered for SAR without meeting screening criteria if the jurisdiction issuing the detainer intends to assume custody of the inmate upon release. The sentence imposed by the other jurisdiction must be equal to or longer than the remaining Wisconsin sentence. Such inmates may not waive SAR eligibility.

.04 CRIMES EXCLUDED FROM SAR CONSIDERATION

The following crimes as well as those listed under 939.05 (PTAC), 939.30 (solicitation), 939.31 (conspiracy), and 939.32 (attempt) are excluded from SAR consideration:

CHAPTER 940 - CRIMES AGAINST LIFE AND BODILY SECURITY

940.01	First Degree Murder
940.01	First Degree Intentional Homicide
940.02	Second Degree Murder
940.02	First Degree Reckless Homicide
940.02(2)	Felony Murder
940.03	Felony Murder
940.05	Manslaughter
940.05	Second Degree Intentional Homicide
940.06	Homicide by Reckless Conduct
940.06	Second Degree Reckless Homicide
940.07	Homicide Resulting from Negligent Control of Vicious Animal
940.08	Homicide by Negligent Use of Vehicle or Weapon
940.08	Homicide by Negligent Handling of Dangerous Weapon, Explosives or Fire
940.09	Homicide by Intoxicated Use of Vehicle or Firearm
940.10	Homicide by Negligent Operation of Vehicle
940.12	Assisting Suicide
940.19(1)	Misdemeanor Battery

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.04 CRIMES EXCLUDED FROM SAR CONSIDERATION (continued)

940.19(a) (m)	Felony Battery
940.19(2)	Felony Battery
940.19(3)	Felony Battery
940.20(1)	Battery by Prisoner
940.20(2)	Battery to Law Enforcement Officers and Firefighters
940.20(3)	Battery to Witnesses and Jurors
940.20(4)	Battery to Public Officers
940.201	Abuse of Children
940.203	Sexual Exploitation of Children
940.205	Battery to Department of Revenue Employee
940.21	Mayhem
940.22	Sexual Exploitation by Therapist
940.225(1)	First Degree Sexual Assault
940.225(2)	Second Degree Sexual Assault
940.225(3)	Third Degree Sexual Assault
940.23	Injury by Conduct Regardless of Life
940.24	Injury by Negligent Use of a Weapon
940.245	Injury by Negligent Use of a Vehicle
940.25	Injury by Intoxicated Use of a Vehicle
940.285	Abuse of Vulnerable Adults
940.29	Abuse of Residents of Facilities
940.30	False Imprisonment
940.305	Taking Hostages
940.31	Kidnapping
940.32	Abduction
940.43	Intimidation of Witnesses; Felony
940.45	Intimidation of Victims; Felony

CHAPTER 941 - CRIMES AGAINST PUBLIC HEALTH AND SAFETY

941.20	Reckless Use of Weapon
941.20	Endangering Safety by Use of Dangerous Drugs
941.26	Possession of Machine Guns and Other Weapons
941.30	Endangering Safety by Conduct Regardless of Life
941.30	Recklessly Endangering Safety

CHAPTER 943 - CRIMES AGAINST PROPERTY

943.06	Molotov Cocktails
943.10(2) (a) (b) (c) (d)	Armed Burglary and Burglary with Aggravating Circumstances
943.23	Reckless Injury
943.23	Injury by Negligent Handling of Dangerous Weapon, Explosives or Fire
943.32(1)	Robbery
943.32(2)	Armed Robbery

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.04 CRIMES EXCLUDED FROM SAR CONSIDERATION (continued)

CHAPTER 944 - CRIMES AGAINST SEXUAL MORALITY

944.05 Incest
944.12 Enticing a Child for Immoral Purposes

CHAPTER 946 - CRIMES AGAINST GOVERNMENT AND ITS ADMINISTRATION

946.01 Treason

CHAPTER 948 - CRIMES AGAINST CHILDREN

948.02 Sexual Assault of a Child
948.03 Physical Abuse of a Child
948.04 Causing Mental Harm to a Child
948.05 Sexual Exploitation of a Child
948.06 Incest with a Child
948.07 Child Enticement
948.08 Soliciting a Child for Prostitution
948.09 Sexual Intercourse with a Child Age 16 or Older
948.21 Neglecting a Child (Felony)

.05 PROCEDURE

Institution Social Worker:

- contacts the agent of record by telephone to confirm eligibility of inmate for SAR, to discuss appropriateness of the parole plan, and to report any assaultive conduct;
- prepares Parole Planning Information Sheet (DOC-11) with an addendum addressing prior record, assaultive conduct, institution programming, adjustment and parole board information;
- sends all information to the agent through the SAR Coordinator who reviews the packet, forwards a request for a Pre-Parole Investigation (DOC-11) to the agent, and sends notification to the sentencing court and district attorney.

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.05 PROCEDURE (continued)

Agent:

- completes a Pre-Parole Investigation (DOC-7e) within 30 days of receipt of DOC-11. Information concerning community attitude must be included;
- assists institution social worker in developing an alternative plan if the SAR plan is unacceptable;
- sends one copy of the completed DOC-7e to the SAR Coordinator, one copy to the institution and one copy to the Central Records Center;
- if approved by the secretary, reviews and verifies special conditions of release with the institution social worker and the inmate;
- establishes an appropriate release date with the institution social worker; and
- submits the Inmate Release Authorization (DOC-15).

.06 SUPERVISION STANDARDS

Upon release, SAR offenders will be seen in person by the agent once a week. A home visit will be made once every 30 days. This supervision level must continue for a minimum of 90 days. SAR supervision may be extended beyond the 90-day period with supervisory approval when SAR supervision terminates. The field supervisor's approval and the reasons must be documented in COMPAS. When Intensive supervision terminates the offender will be supervised at Maximum until the Supervision Review Tool (SRT) is completed, indicating the next level of supervision.

.07 SPECIAL REQUIREMENTS

The agent will forward a copy of all Violation Investigation Reports (DOC-5) to the SAR Coordinator in the Central Office until discharge from parole.

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.01 GENERAL STATEMENT

The court may not order probation consecutive to other probation terms. However, the court may order a probation term to be served consecutive to an already imposed sentence. Consecutive probation begins only upon discharge of the parole or extended supervision case, not upon the offender's release from the institution. Cases may be ordered consecutive to a local jail sentence. If a court orders a consecutive probation to begin on the release date, CRU will not honor these orders. When an improper court order is received, the agent should contact the sentencing court in an attempt to obtain a corrected order. If the court declines to modify the order, the original order will then be submitted to CRU. CRU will send a request to the sentencing court requesting that the order be corrected. Legal Counsel should be contacted for resolving illegal orders that cannot be resolved locally.

.02 COURT ORDER

The court will provide the Department of Corrections with an electronic Judgment of Conviction (E-JOC) placing the offender on consecutive probation. Upon review by the local office, the agent assignment shall be made and forwarded to CRU.

.03 CENTRAL RECORDS UNIT

Upon receipt of a Court Order and Face Sheet for a probation case consecutive to a local jail sentence, the Central Records Unit will set the case up on records once the jail sentence has discharged. On cases that are consecutive to a prison case, CRU will follow for the expiration of the sentence and then set up on records. New DOC-44s and computer-generated face sheets will then be issued.

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.04 RECEPTION ON PROBATION

The agent shall complete new Rules of Community Supervision (DOC-10) and make a notation in the case notes indicating that the parole or extended supervision case has been terminated and the consecutive probation case has begun. The case plan and reclassification schedule are not affected.

.05 TERMINATION NUMBER

A termination number will be assigned only when all consecutive cases are discharged.

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.01 AUTHORITY

Administrative Directive 00-08
Administrative Directive 02-05

.02 GENERAL STATEMENT

The completion of a comprehensive intake and assessment of the sex offender is a critical step in providing quality supervision. Cases involving sex offenders require increased involvement with law enforcement, neighbors, treatment providers, etc.

.03 AGENT RESPONSIBILITIES DURING INTAKE

In addition to the case opening activities listed in Section 03.01.09 and 03.02.06, the assigned agent shall accomplish the activities listed on the Sex Offender Intake Checklist ([DOC-2084](#)) within 60 days of the start of supervision.

If the agent identifies a sex offender conviction on the offender's criminal history record, in Wisconsin or any other state, the agent will call the sex offender registration program within the state of conviction. If the offender is required to register in a state other than Wisconsin, the agent will provide information as to the whereabouts of the offender to the other state's registry and will complete a Sex Offender Registration Form (DOC-1759) and submit to the Wisconsin Sex Offender Registration Program. Agents may utilize the internet or SORP specialist to obtain telephone contact information for other states.

In cases where offenders have been convicted of sexual assault or their underlying conviction is sexually motivated, DOC has the authority to notify others, who in the judgment of the agent may need this information to protect against criminal conduct. This may include landlords, employers, and neighbors. Only an offender's status as a sex offender and supervision and conviction information may be released. Agents or law enforcement officers are to carry out this notification.

Division of
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Chapter: Case Opening

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.01 AUTHORITY

2009 Wisconsin ACT 100

.02 GENERAL STATEMENT

Persons who have committed a 2nd and/or 3rd OWI on or after July 1, 2010, are subject to increased penalties including, but not limited to, probation supervision. A supervision model for these offenders has been developed following a sixty day intake and assessment period.

.03 AGENT RESPONSIBILITIES DURING INTAKE

Within the first 60 days of supervision (10 points), the assigned agent has the responsibility to accomplish the following case opening activities in addition to the normal intake procedures as outlined in 03.01.09 and 03.02.06:

- Review the Rules of Community Supervision ([DOC-10](#)) with the offender. Include specific rules requiring compliance with Driver Safety Plan and Ignition Interlock Device.
- Review and obtain the Authorization for Disclosure of Non-Health Confidential Information ([DOC-1163](#)) and the Authorization for Use and Disclosure of Protected Health Information ([DOC-1163A](#)).
- Obtain copy of Driver Safety Plan (if already completed) or verify that offender has scheduled an appointment with local county Human Service Agency that is responsible for Driver Safety Planning and assessments.
- Obtain urine specimen for baseline urinalysis.
- Review and complete the Application to Purchase and/or Operate a Motor Vehicle ([DOC-56](#)). The offender is also required to show proof of insurance on all vehicles they operate.
- Provide offender with Ignition Interlock Device (IID) information and verify that they have arranged for installation with a local provider. This must be completed before the offender will be given permission to operate a motor vehicle. The IID is required on all vehicles that an offender is listed on the title or any other vehicle they may be operating. IIDs shall be required during the entire period of probation supervision.
- All offenders will be initially required to be placed on a Sobriety within the first week of supervision if at all possible. It is understood that this time-frame goal may not be possible given the availability of equipment, offender availability, or other legitimate reasons.

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.03 AGENT RESPONSIBILITIES DURING INTAKE (continued)

- Following completion of the COMPAS assessment, case plan, and review of the Driver Safety Plan assessment, the agent will consult with their supervisor and determine if the offender shall be supervised under Track A or Track B.
- Track A offenders will be supervised at the maximum supervision level for a minimum of six months. These offenders have been assessed to have AODA needs that are educational in nature. A Transdermal Alcohol Device (TAD) will be required for all offenders designated this track. The TAD device is required to monitor alcohol usage until a reduced risk is demonstrated through treatment and supervision compliance.
- Track B offenders will be supervised at the Enhanced Supervision level for at least the first 90 days. These offenders have high AODA needs and require more enhanced supervision. The installation of a Sobriator and/or Electronic Monitoring (EMP) device will be required with this track. The Sobriator is required to monitor alcohol usage until a reduced risk is demonstrated through treatment and supervision compliance.